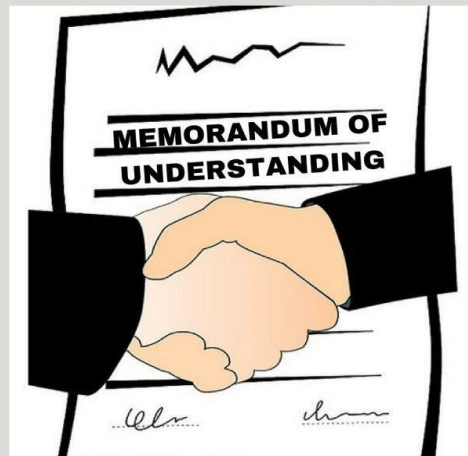




M.C.E Society's
M. A. Rangoonwala Institute of Hotel
Management and Research, Pune
(Affiliated to Savitribai Phule Pune University)

NAAC: Criteria 3

3.5.1 Linkages



Azam Campus, Camp.Pune-411001.Tel No.020-26442261/2 Mobile: 9403190762
Mail: info@marhotelmanagement.com Website:
www.marhotelmanagement.com

Sample of Letter of Appreciation- Vivanta by Taj Blue Diamond



**M. A. RANGOONWALA INSTITUTE OF
HOTEL MANAGEMENT & RESEARCH**

Affiliated to University of Pune / Institute code No. : 1042

P. A. Inamdar
President (M.C.E. Society)

Prof. Anita Frantz
Principal

Ref. No. MARIHMRP / 8962 / 17

Date : 27/9/2017

To,
Ms. Bhavna Shankar,
Learning & Development Manager,
Vivanta By Taj -Blue Diamond,
11, Koregaon Road, Pune-411001.

Subject: Letter of Appreciation reg....

Dear Madam,

Greetings from M.A.Rangoonwala Institute of Hotel Management & Research!

We would like to thank you for giving your valuable time for the guest lecture on "Non-Verbal Communication" on 27th September 2017 at M.A Rangoonwala Institute of Hotel Management & Research.

Your presence has been a compliment to the students.

We look forward to a similar association and coordination from the team of Vivanta By Taj -Blue Diamond, Pune in the future.

Thank you once again.

Best regards,


Prof. Anita Frantz
Principal

Sample of Letter of Appreciation- Sula wines



**M. A. RANGOONWALA INSTITUTE OF
HOTEL MANAGEMENT & RESEARCH**

Affiliated to University of Pune / Institute code No. : 1042

P. A. Inamdar
President (M.C.E. Society)

Prof. Anita Frantz
Principal

Ref. No. MARIHMRP/3958/18

Date : 27/08/2018

To,
Mr. Vishal Burde,
Senior Executive – Tasting,
Sula Wines,
Koregaon Park,
Pune- 411001.

Subject: Letter of Appreciation reg....

Dear Sir,

Greetings from M.A.Rangoonwala Institute of Hotel Management & Research!

We would like to thank you for giving your valuable time for the guest lecture on “Wines & its demand in India ” on 27th August 2018 at M.A Rangoonwala Institute of Hotel Management & Research for S. Y. B.Sc.(HS) Students.

Your presence has been a compliment to the students.

We look forward to a similar association and coordination from the team of Sula Wines in the future.

Thank you once again.

Best regards,

Prof. Anita Frantz
Principal

Sample of Letter of Appreciation- Hyatt Pune



**M. A. RANGOONWALA INSTITUTE OF
HOTEL MANAGEMENT & RESEARCH**

Affiliated to University of Pune / Institute code No. : 1042

P. A. Inamdar
President (M.C.E. Society)

Prof. Anita Frantz
Principal

Ref. No. MARIHMRP *19865/18*

Date : *31/08/2018*

To,
Mr. Parag N. Khandavkar,
Sous Chef,
Hyatt Pune,
Nagar Road, Pune-411006.

Subject: **Letter of Appreciation reg....**

Dear Sir,

Greetings from M. A. Rangoonwala Institute of Hotel Management & Research!

We would like to thank you for giving your valuable time for the "Chocolate Making Workshop" held on 31st August 2018 at M.A Rangoonwala Institute of Hotel Management & Research. Your presence has been a compliment to the students and the event.

We look forward to a similar association and coordination from the team of Hyatt Pune in the future.

Thank you once again.

Best regards,

Prof. Anita Frantz
Principal

Sample of Letter of Appreciation- Westin Pune



**M. A. RANGOONWALA INSTITUTE OF
HOTEL MANAGEMENT & RESEARCH**

Affiliated to University of Pune / Institute code No. : 1042

P. A. Inamdar
President (M.C.E. Society)

Prof. Anita Frantz
Principal

Ref. No. MARIHMRP/7769/17

Date : 24/07/17

To,
Ms. Priyanka Bhosle,
Assistant Manager- Operations Excellence Training,
The Westin, Pune-411001.

Subject: **Letter of Appreciation** reg....

Dear Madam,

Greetings from M.A.Rangoonwala Institute of Hotel Management & Research!


We would like to thank you for giving your valuable time for the guest lecture on "Necessity of Communication in Hotel Industry" on 24th July 2017 at M.A Rangoonwala Institute of Hotel Management & Research.

Your presence has been a compliment to the students.

We look forward to a similar association and coordination from the team of The Westin, Pune in the future.

Thank you once again.

Best regards,


Prof. Anita Frantz
Principal



Sample of Letter of Appreciation- Sula Wines

To,
Ms. Asawari Pande,
Manager- Marketing,
Sula Vineyards,
Nashik- 422222.

Subject: **Letter of Appreciation reg....**

Dear Madam,

Greetings from M.A.Rangoonwala Institute of Hotel Management & Research!


We would like to thank you for giving your valuable time for the guest lecture on "Wines" on 04th July 2017 at M.A Rangoonwala Institute of Hotel Management & Research.

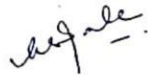
Your presence has been a compliment to the students.

We look forward to a similar association and coordination from the team of Sula Vineyards in the future.

Thank you once again.

Best regards,


Prof. Anita Frantz
Principal



Sample of Letter of Appreciation- Westin Pune



**M. A. RANGOONWALA INSTITUTE OF
HOTEL MANAGEMENT & RESEARCH**

Affiliated to University of Pune / Institute code No. : 1042

P. A. Inamdar
President (M.C.E. Society)

Prof. Anita Frantz
Principal

Ref. No. MARIHMRP/18910/17

Date : 25/07/17

To,
Mr. Rohit Pandey,
Director of Human Resources,
The Westin Pune, Koregaon Park,
Pune.

Subject: Request for demonstration of basic cocktail preparation at your esteemed organization.

Dear Sir,

Greetings from M. A Rangoonwala Institute of Hotel Management & Research!

We are pleased to inform you that our Academic year commenced from 15th June 2017.

As per our curriculum we need to conduct a demonstration of cocktails for the Final Year students, for which we would need the expertise of your bartenders at the hotel.

This particular demonstration will help the students in having a great learning experience and will also enhance the industrial relations of students with a brand like Marriott.

Kindly advice a suitable date and time to conduct a demonstration for the students as per the hotel operation convenience.

Thanks & Regards,

Prof. Anita Frantz
Principal

Sample of Letter of Appreciation- AKK New Law Academy, Pune



o/c

Maharashtra Cosmopolitan Education Society's
M.A.Rangoonwala Institute of Hotel Management & Research,
Azam Campus, Camp.Punc-411001
Tele No: 020-26442261/62 E-mail: info@marhotelmanagement.com,
Website: www.marhotelmanagement.com

Ref.no: MARIHMRP / 8912/17

Date: 28/07/2017

Dear Adv. (Prof.) Jacinta Bastian,

We sincerely recognize and appreciate your contribution as a resource person for conducting a session on the topic "Awareness on Sexual Harassment for Students" on 28th July 2017, organized by M.A.Rangoonwala Institute of Hotel Management & Research. Your session was very well conceived and it has been highly appreciated by all.

We thank you for your efforts and hope to receive similar co-operation in future.

Thanking you,
Best regards,

Prof. Anita Frantz
Principal

Sample of Letter of Appreciation- Abeda Inamdar Senior College



**M. A. RANGOONWALA INSTITUTE OF
HOTEL MANAGEMENT & RESEARCH**

Affiliated to University of Pune / Institute code No. : 1042

P. A. Inamdar
President (M.C.E. Society)

Prof. Anita Frantz
Principal

Ref. No. MARIHMRP/8955/2017

Date : 21/9/17

To,
Prof. Vijaylaxmi Shinde,
Head of Department- Environmental Sciences,
Abeda Inamdar Senior College of Arts, Science & Commerce,
Azam Campus, Camp,
Pune- 411001.

Subject: **Letter of Appreciation reg....**

Dear Madam,

Greetings from M. A. Rangoonwala Institute of Hotel Management & Research!

We would like to thank you for giving your valuable time for judging the "Best Out of Waste" competition held on 09th September 2017 at M.A Rangoonwala Institute of Hotel Management & Research.

Your presence has been a compliment to the participants and the event.

We look forward to a similar association and coordination from you in the future.

Thank you once again.

Best regards,

Prof. Anita Frantz
Principal

Received
Vijaylaxmi Shinde
22/09/2017

Sample of Letter of Appreciation- AKK New Law Academy, Pune



**M. A. RANGOONWALA INSTITUTE OF
HOTEL MANAGEMENT & RESEARCH**

Affiliated to University of Pune / Institute code No. : 1042

P. A. Inamdar
President (M.C.E. Society)

Prof. Anita Frantz
Principal

Ref. No. MARIHMRP/8965/18

Date: 19th Jan 18

To,
Prof. Jacinta Bastian,
Head of Women Cell- Azam Campus,
A.K.K. New Law Academy & Ph.D.(Law) Research Centre,
Azam Campus,
Camp,
Pune- 411001.

● Subject: **Letter of Appreciation reg....**

Dear Madam,

Greetings from M. A. Rangoonwala Institute of Hotel Management & Research!

We would like to thank you for giving your valuable time for being the 'Resource Person' for the seminar on "Women's Law: Eve Teasing" under Vidyarthini Vyaktimaty Vikas Yojana of Board of Students Development, Savitribai Phule Pune University held on Thursday, 28th September 2017 at M.A Rangoonwala Institute of Hotel Management & Research.

Your presence has been a compliment to the participants and the event.

We look forward to a similar association and coordination from you in the future.

Thank you once again.

● Best regards,


Prof. Anita Frantz
Principal

*Received
Prof. Bastian
19/01/18*

Sample of Letter of Appreciation- Royal Orchid Hotel



**M. A. RANGOONWALA INSTITUTE OF
HOTEL MANAGEMENT & RESEARCH**

Affiliated to University of Pune / Institute code No. : 1042

P. A. Inamdar
President (M.C.E. Society)

Prof. Anita Frantz
Principal

Ref. No. MARIHMRP/2780/17

Date : 20/2/17

To,
Ms. Purnima Kumari,
Area Manager Human Resource,
Royal Orchid Golden Suites,
Kalyaninagar, Pune-411014.

Subject: Letter of Appreciation reg....

Dear Madam,

Greetings from M. A. Rangoonwala Institute of Hotel Management & Research!

We would like to thank you for giving your valuable time for the guest lecture on "Labour Turnover" on 20th February 2017 at M.A Rangoonwala Institute of Hotel Management & Research.

Your presence has been a compliment to the students.

We look forward to a similar association and coordination from the team of Royal Orchid Golden Suites, Pune, in the future.

Best regards,


Prof. Anita Frantz
Principal

CONQUER WITH HOSPITALITY



Sample of Letter of Appreciation- Hyatt Regency Pune



**M. A. RANGOONWALA INSTITUTE OF
HOTEL MANAGEMENT & RESEARCH**

Affiliated to University of Pune / Institute code No. : 1042

P. A. Inamdar
President (M.C.E. Society)

Prof. Anita Frantz
Principal

Ref. No. MARIHMRP / 2594 / 16

Date : 12/08/16

To,
Ms. Aarti Naik,
Learning Co-ordinator,
Hyatt Regency, Pune.

Subject: Letter of Appreciation reg....

Dear Madam,

Greetings from M.A.Rangoonwala Institute of Hotel Management & Research!

We would like to thank you for giving your valuable time for the guest lecture on "Importance of Soft Skills in Hospitality Industry" on 12th August 2016 at M.A Rangoonwala Institute of Hotel Management & Research.

Your presence has been a compliment to the students.

We look forward to a similar association and coordination from the team of Hyatt Pune in the future.

Thank you once again.

Best regards,

CONQUER WITH HOSPITALITY

Prof. Anita Frantz
Principal

Anita Frantz
12/8/16

Sample of Letter of Appreciation- Royal Orchid Hotel



**M. A. RANGOONWALA INSTITUTE OF
HOTEL MANAGEMENT & RESEARCH**

Affiliated to University of Pune / Institute code No. : 1042

Dr. P. A. Inamdar
President (M.C.E. Society)

Prof. Anita Frantz
Principal

Ref. No. MARIHMRP/10605/22

Date : 28/02/2022

To,
Mr. Rakesh Jadhav,
Executive Chef,
Royal Orchid,
Kalyani Nagar, Pune- 411006.

Subject: **Letter of Appreciation** reg....

Dear Sir,

Greetings from M. A. Rangoonwala Institute of Hotel Management & Research!

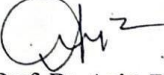
We would like to thank you for giving your valuable time for the guest lecture on "Kitchen & Food Safety" on 28th February 2022 at M.A Rangoonwala Institute of Hotel Management & Research.

Your presence has been a compliment to the students.

We look forward to a similar association and coordination from the team of Royal Orchid, Pune in the future.

CONQUER WITH HOSPITALITY

Thank you once again.
Best regards,


Prof. Dr. Anita Frantz
Principal

Received
Anita Frantz

Sample of Letter of Appreciation- Allana Institute of Management Studies



**M. A. RANGOONWALA INSTITUTE OF
HOTEL MANAGEMENT & RESEARCH**

Affiliated to University of Pune / Institute code No. : 1042

Dr. P. A. Inamdar
President (M.C.E. Society)

Prof. Anita Frantz
Principal

Ref. No. MARIHMRP /10765/22

Date : 11/11/2022

To,
Mr. Mehdi Ali Jafri,
Assistant Professor,
Allana Institute of Management Sciences,
Azam Campus, Camp, Pune – 411001.

Subject: **Letter of Appreciation reg....**

Dear Sir,

Greetings from M. A. Rangoonwala Institute of Hotel Management & Research!

We thank you for giving your valuable time as a subject expert for the guest lecture on "Importance of Presentation Skills" held on 11th November 2022 at M. A. Rangoonwala Institute of Hotel Management & Research.

Your presence has been a compliment to the participants and the event.

We look forward to a similar association and coordination from you in the future.

Thanking you,
Best regards,

Prof. Dr. Anita Frantz
Principal



01C

M.C.E. Society's
M. A. Rangoonwala Institute of Hotel Management & Research, Pune
Affiliated to Savitribai Phule Pune University / Institute code No. : 1042

Dr. P. A. Inamdar
President (M.C.E. Society)

Prof. Dr. Anita Frantz
Principal

Ref. No. MARIHMRP /10815/23

Date : 16/01/2023

To,
Dr. Shailesh Pagaria,
President,
ARHAM Group of Institute,
2390-B, K.B. Hidayatullah Road,
Camp, Pune - 411001.

**Subject: Request for appointment for presentation on an overview of
hospitality industry and flourishing career opportunities to the
junior college students reg.....**


Dear Sir,

Greetings from M. A. Rangoonwala Institute of Hotel Management & Research!

With immense pleasure, we wish to inform you that the hospitality and tourism industry has revived post covid and has a plethora of career opportunities world wide. The careers in the hospitality & tourism industry are lucrative, glamorous & with a good earning potential. In order to create awareness on career opportunities in the Hospitality & Tourism sector among students, we wish to conduct a presentation for your 12th Std. students.

Kindly permit us to conduct a presentation at the date and time convenient to you.

Thanking you,
Best Regards,


Prof. Dr. Anita Frantz
Principal



Recd [Handwritten Signature] 16/1/23

Sample of Letter of Appreciation- Sodexo



**M. A. RANGOONWALA INSTITUTE OF
HOTEL MANAGEMENT & RESEARCH**

Affiliated to University of Pune / Institute code No. : 1042

Dr. P. A. Inamdar
President (M.C.E. Society)

Prof. Anita Frantz
Principal

Ref. No. MARIHMRP/10751/22

Date : 24/09/2022

To,
Mr. Amit Sharma,
Menu Program Manager,
Sodexo.

Subject: Letter of Appreciation reg....

Dear Sir,

Greetings from M. A. Rangoonwala Institute of Hotel Management & Research!

We thank you for giving your valuable time for the guest lecture on "Sectors of Catering Industry" held on 24th September 2022 at M. A. Rangoonwala Institute of Hotel Management & Research.

Your presence has been a compliment to the participants and the event.

We look forward to a similar association and coordination from you in the future.

Thanking you,
Best regards,


Prof. Dr. Anita Frantz
Principal



Sample of Letter of Appreciation- Fairfield by Marriott



**M. A. RANGOONWALA INSTITUTE OF
HOTEL MANAGEMENT & RESEARCH**

Affiliated to University of Pune / Institute code No. : 1042

Dr. P. A. Inamdar
President (M.C.E. Society)

Prof. Anita Frantz
Principal

Ref. No. MARIHMRP/10774/22

Date : 23/11/2022

To,
Mr. Ajinkya Panchwagh,
Human Resource Manager,
Fairfield by Marriott,
Mundhwa Kharadi Road,
Kharadi, Pune - 411014.

Subject: **Letter of Appreciation reg....**

Dear Sir,

Greetings from M. A. Rangoonwala Institute of Hotel Management & Research!

We thank you for giving an opportunity to our First Year students for "Hotel Orientation" at your hotel. It is an enriching experience for the students to understand the functioning of various departments of the hotel.

We are grateful to you and would like to strengthen our relation for future interactions.

Thanking you,

Best regards,

Prof. Dr. Anita Frantz
Principal

Sample of Letter of Appreciation- Jagtap Nursery



**M. A. RANGOONWALA INSTITUTE OF
HOTEL MANAGEMENT & RESEARCH**

Affiliated to University of Pune / Institute code No. : 1042

Dr. P. A. Inamdar
President (M.C.E. Society)

Prof. Anita Frantz
Principal

Ref. No. MARIHMRP /10772 /22

Date : 24/11/2022

To,
The Manager,
Jagtap Nursery's Garden Centre,
Magarpatta Police Station Rd,
Magarpatta, Hadapsar, Pune - 411013.

Subject: **Letter of Appreciation reg....**

Dear Sir,

Greetings from M. A. Rangoonwala Institute of Hotel Management & Research!

We thank you for giving an opportunity to our second Year students for "Nursery Visit". It is an enriching experience for the students to understand the importance & use of flowers in the hotel industry.

We are grateful to you and would like to strengthen our relation for future interactions.

Thanking you,

Best regards,

Prof. Dr. Anita Frantz
Principal

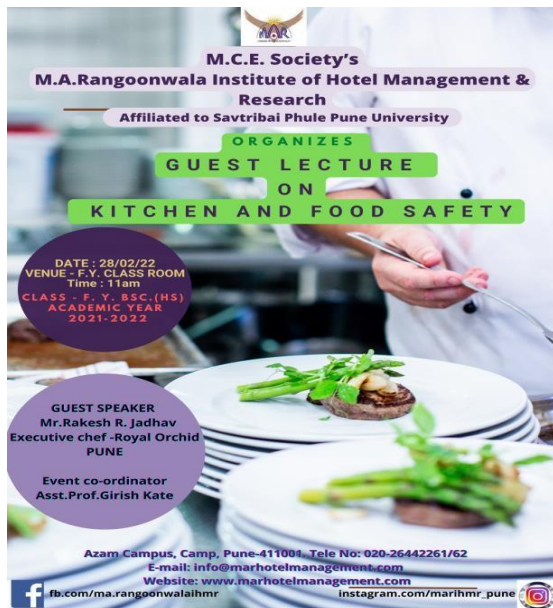
24/11/2022

ACTIVITY REPORT- Hotel Royal Orchid,Pune

Activity-Guest lecture on “Kitchen and food safety”

28th February 2022

M.C.E. Society’s M.A.Rangoonwala Institute of Hotel Management and Research organized session on “Kitchen and food safety” on 28th February 2022 for F Y B.Sc. HS students. Executive Chef Mr.Rakesh Ramesh Jadhav from Hotel Royal Orchid,Pune as a subject expert was the resource person for the session. This session focused on different hazards of food safety in terms of contamination, cross contamination, food storage , and even different types of kitchen accidents like fire, falls, electric shock ,etc. The main objective was to make the students aware of the current practices to avoid kitchen hazards and follow standard operating practice while handling food in kitchen.



ANITA RUBEN
FRANTZ

Digitally signed by
ANITA RUBEN FRANTZ
Date: 2023.06.22
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ACTIVITY REPORT- Abeda Inamdar Senior College Of Arts, Science and Commerce

Activity-Guest lecture on “Body language”

30th September 2022

M. A. Rangoonwala Institute of Hotel Management & Research organized guest lecture on Communication skills with the topic “Body language” on 30th September 2022, for the students of S.Y. & T.Y. B.Sc. (HS) to make them aware on importance of body language. The session highlighted its importance to implement right body language in their day to day life to improve their personality. The speaker also covered the related points to follow while giving an interview. The event was coordinated by Asst. Prof. Girish Kate and student co-ordinator Mr.Khan Abul Hasan - The guest speaker was Asst. Prof.Khadija Lokhandwala, Department of English Abeda Inamdar Senior College Of Arts, Science and Commerce, Pune.

M.C.E. Society's
M.A.Rangoonwala Institute of Hotel Management & Research, Pune.
Affiliated to Savitribai Phule Pune University
ORGANIZES
GUEST LECTURE
ON
BODY LANGUAGE
S.Y.B.Sc.(HS)
ACADEMIC YEAR 2022-2023
ON 30/09/2022 @ 11 AM
GUEST SPEAKER
Asst. Prof.Khadija Lokhandwala
Department of English
Abeda Inamdar Senior College Of Arts, Science and Commerce, Pune
EVENT CO-ORDINATOR
ASST.PROF.GIRISH KATE
STUDENT CO-ORDINATOR
MR.KHAN ABUL HASAN
IT'S WHAT YOU DON'T SAY THAT COUNTS!
PLEASE THANK YOU SORRY
Azam Campus, Pune-411001. Tele No: 020-26442261/62
E-mail: info@marhotelmanagement.com
Website: www.marhotelmanagement.com
https://www.facebook.com/M.A.RangoonwalaInstituteOfHotelManagement/ instagram.com/marhmr_pune



ANITA RUBEN FRANTZ Digitally signed by ANITA RUBEN FRANTZ Date: 2023.06.22 11:24:41 +05'30'

ACTIVITY REPORT- BNT Soft.Pvt.Ltd., Pune

Activity-Guest lecture on “Importance of listening skills”

22th November 2022

M. A. Rangoonwala Institute of Hotel Management & Research organized guest lecture on Communication skills with the topic “Importance of listening skills” on 22th November 2022 for the students of S.Y. B.Sc. (HS) to make them aware on importance of listening skills. The session highlighted effective listening will help the communication process, half information always dangerous in day to day business, so the clarity of listening is much important for every individual. The speaker also conducted some activities to make the students understand practically its effectiveness. The event was coordinated by Asst. Prof. Girish Kate and student coordinator Mr. Samdani Shaikh - The guest speaker was: Mr.Manu Nair – a Corporate soft skills trainer, Learning and development at BNT Soft.Pvt.Ltd., Pune.



M.C.E. Society's
M.A.Rangoonwala Institute of Hotel Management & Research , Pune.
Affiliated to Savitribai Phule Pune University

Organizes
GUEST LECTURE
ON
Importance of Listening skills
Guest Speaker
Mr.Manu Nair
Corporate Soft Skills Trainer
Learning & Development Consultant at BNT Soft Pvt Ltd

Academic year
2022-2023
on Saturday
22/11/2022 @ 10 am

Event co-ordinator
Asst.Prof.Girish Kate

Student Co-ordinator
Mr.Samdani Shaikh

Azam Campus, Camp, Pune-411001. Tele No: 020-26442261/62
E-mail: info@marhotelmanagement.com
Website: www.marhotelmanagement.com

https://www.facebook.com/M.A.RangoonwalaInstituteofHotelManagement/ Instagram.com/marhmr_pune



ANITA RUBEN FRANTZ Digitally signed by ANITA RUBEN FRANTZ Date: 2023.06.22 11:25:01 +05'30'

ACTIVITY REPORT- Dr.D.Y.Patil University, Pimpri, Pune

Activity-Guest lecture on “Fire fighting”

20th April 2022

M.C.E. Society’s M.A.Rangoonwala Institute of Hotel Management and Research organized session on “Fire fighting” on 20th April 2022 for F.Y. and T.Y.B.Sc. (HS) students. Mr.Atul Shinde, Fire officer a resource person from Dr.D.Y.Patil University, Pimpri, Pune. This session covered both theoretical information as well as demonstrated actual operating of extinguisher, along with the procedure to be followed in case of Fire outbreak. The main objective was to make the students aware of the various types of fires and right extinguishers to be used, if such fire outbreak happens without getting panicked.



ANITA RUBEN FRANTZ Digitally signed by ANITA RUBEN FRANTZ Date: 2023.06.22 11:25:19 +05'30'

ACTIVITY REPORT- Sodexo

Activity-Guest lecture on “Sectors of Catering Industry”

24th September 2022

M.C.E. Society’s M.A.Rangoonwala Institute of Hotel Management and Research Pune organized guest lecture, the topic “Sectors of Catering Industry” on 24th September. Mr.Amit Sharma, Menu Program Manager, Sodexo conducted the session. Students were informed about the sectors in the catering industry and its day to day operation. He also threw light on the career opportunities for students in the catering sectors. The event was co-ordinated by Asst.Prof.Girish Kate and student coordinator Ms.Kainaz Irani.

M.C.E. Society's
M.A.Rangoonwala Institute of Hotel Management & Research
Affiliated to Savitribai Phule Pune University
ORGANIZES
GUEST LECTURE
ON
SECTORS OF CATERING INDUSTRY

All B.Sc. (HS) students
ACADEMIC YEAR 2022-2023
ON 24/09/2022 @ 11 AM

GUEST SPEAKER
Mr. Amit Sharma
Sodexo - Menu Program Manager

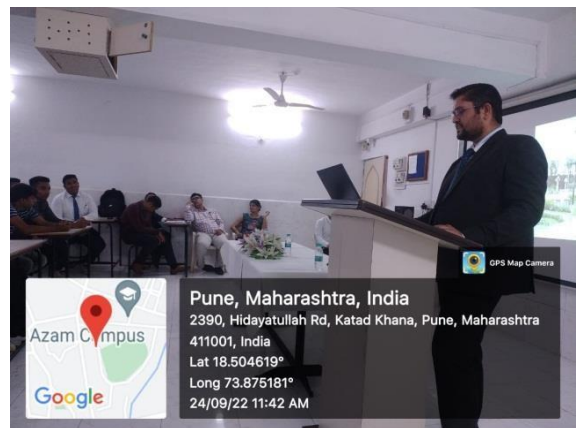
Event co-ordinator
Asst.Prof.Girish Kate

Student co-ordinator
Ms.Kainaz Irani

Icons: FLIGHT WASTE, HOTEL, BAKERY, SANDWICHES, TRAIN, AIRPLANE, CUPCAKE, TRAY, FORK AND KNIFE, UNIFORMED STAFF.

Azam Campus, Camp, Pune-411001. Tete No: 020-26442261/62
E-mail: info@marhotelmanagement.com
Website: www.marhotelmanagement.com

https://www.facebook.com/M.A.RangoonwalaInstituteOfHotelManagement/ Instagram.com/marhmr_pune



ANITA
RUBEN
FRANTZ

Digitally signed by
ANITA RUBEN FRANTZ
Date: 2023.06.22
11:25:41 +05'30'

Activity Report- Iron Bar & Grill

Visit to Iron Bar n Grill

25th September 2019

M.C.E Society's M.A. Rangoonwala Institute of Hotel Management and Research organized a bar visit on 25th September,2019 to Iron Bar 'n' Grill at Ishanya Mall for SY BSc (HS). A demonstration on cocktails and lecture on wines was conducted.



Group Photo



Students enjoying food



ANITA
RUBEN
FRANTZ

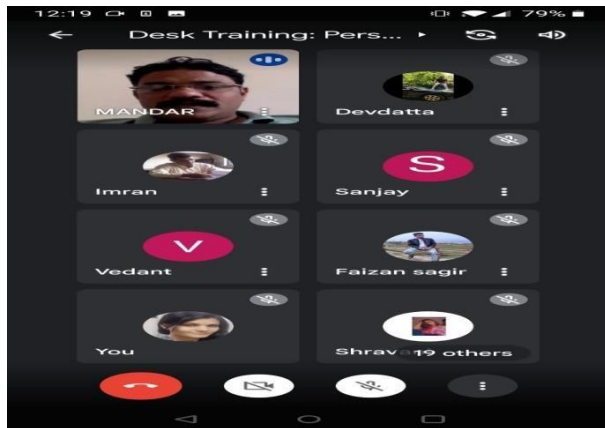
Digitally signed by
ANITA RUBEN
FRANTZ
Date: 2023.06.22
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Activity Report- Haldiram's International Pvt. Ltd

Topic: Personal Hygiene- Food Production department

Date: 01/02/2022

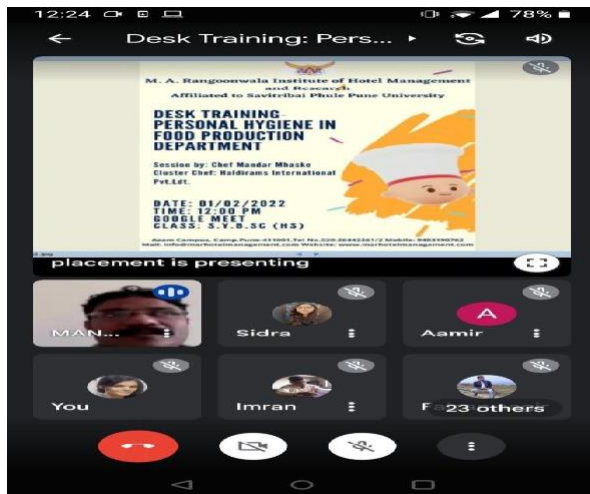
M. A. Rangoonwala Institute of Hotel Management and Research organized online desk training: Personal Hygiene- Food Production Department for S.Y.B.Sc. (HS) students. Chef Mandar Mhaske, Cluster Chef: Haldiram's International Pvt. Ltd. on 01st February 2022 at 12:00 pm. The session focused on Food Safety and Hygiene Practices, Personal Hygiene of Food Handlers, Storage of Foods and Correct Preparation and Cooking of Foods.



Session in Progress



Session in Progress



Session in Progress



Brochure of the Event

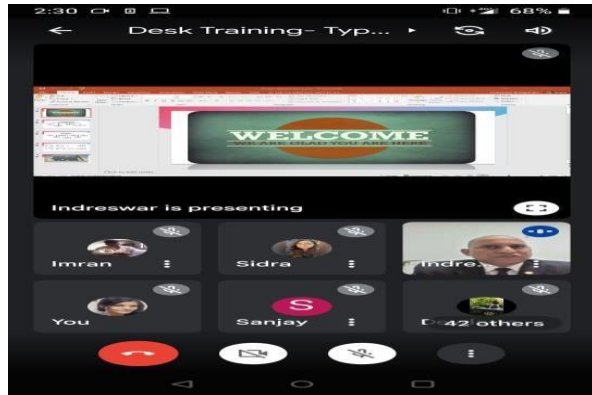
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Activity Report- Conrad Pune

Topic: Types of banquet services- Food and Beverage service Department **Date:** 02/02/2022

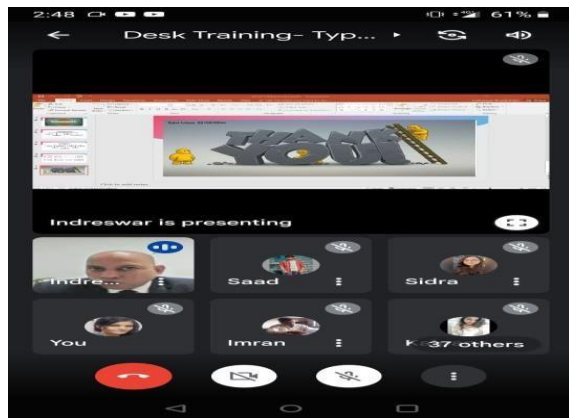
M. A. Rangoonwala Institute of Hotel Management and Research organized online desk training: Types of banquet services- Food and Beverage service Department for S.Y.B.Sc. (HS) students on 02nd February 2022 at 02:00 pm on Google meet. Mr. Rohit Lohani, Food and Beverage Service Manager, Conrad Pune was the guest speaker for the event. The session focused on different types of banquet services and the different set ups used in the hospitality Industry.



Session in Progress



Session in Progress



Session in Progress



Brochure of the Event

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Activity Report- Taj Lands End Mumbai

Topic: Functions of the Control desk- Housekeeping

Date: 07/02/2022

M. A. Rangoonwala Institute of Hotel Management and Research organized online desk training Functions of the Control desk- Housekeeping department for S.Y.B.Sc. (HS) students on 7th February 2022 at 11:00 am. The guest speaker of the event was Mr. Diptokanti Moitra, Deputy Housekeeper- Taj Lands End Mumbai. The session focused on the importance of the control desk in the housekeeping department, various functions of the desk, various reports making and maintaining and lost and found section of the housekeeping department.



Session in Progress



Session in Progress



Session in Progress



Session in progress

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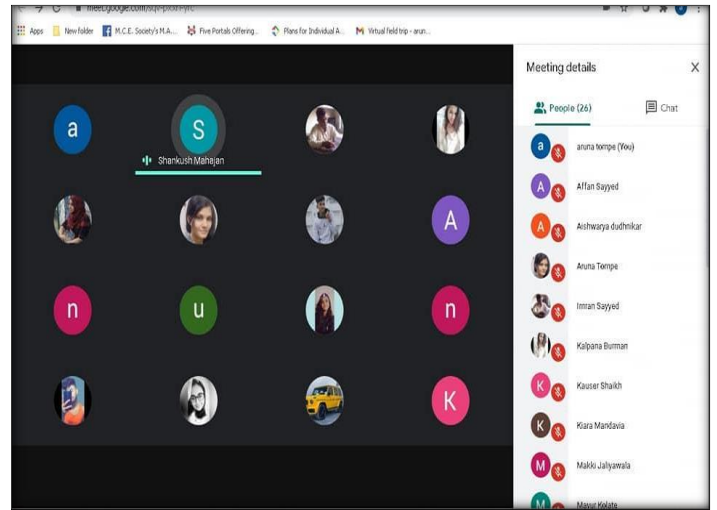
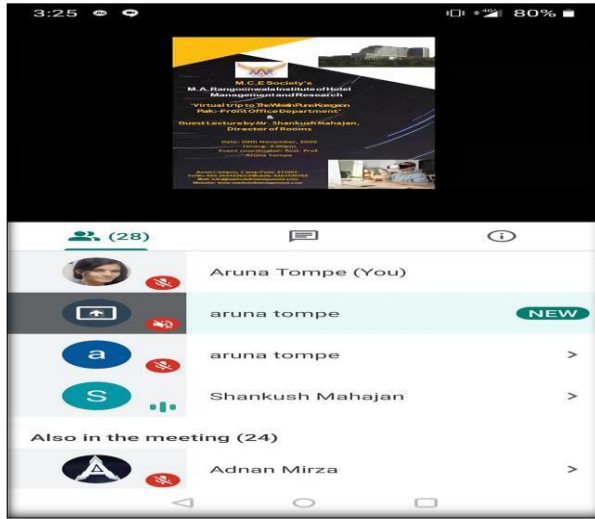
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Activity Report- The Westin Pune

Topic: Virtual Field Trip to Went In Hotel

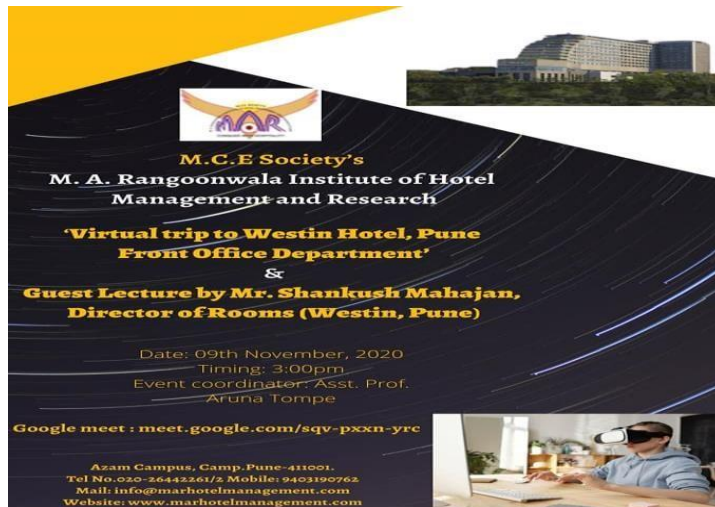
Date: 09/11/2020

A Virtual Field Trip to The Westin Pune Koregaon Park' and a Guest Lecture by Mr. Shankush Mahajan, Director of rooms, The Westin Pune Koregaon Park, was hosted by M.C.E Society's M.A.Rangoonwala Institute of Hotel Management and Research on 9th November, 2020 at 3:00pm. It was an interactive session where the speaker explained the importance of guest relations and the layout of Front Office department to the students.



Session in Progress

Session in Progress



Poster

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ACTIVITY REPORT- Empress Garden

Nursery Visit at Empress Botanical Garden

28th September 2019

M.C.E Society's M.A. Rangoonwala Institute of Hotel Management and Research organized a "Nursery Visit" at Empress Botanical Garden on 28th September 2019 with Second Year B.Sc (Hospitality Studies) students.



Session in progress



Group Photo

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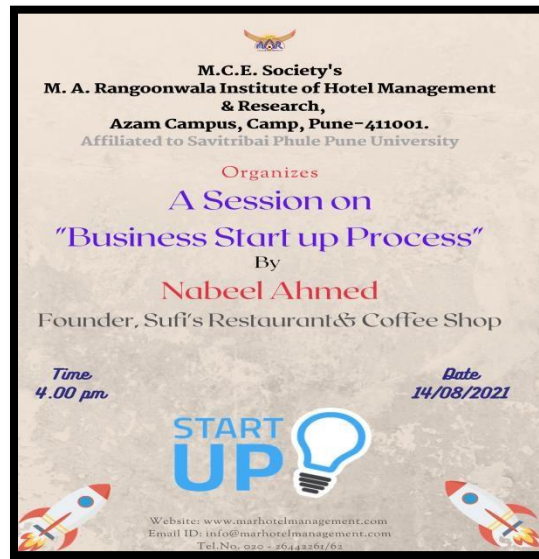
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ACTIVITY REPORT- Sufi Restaurant and Coffee Shop

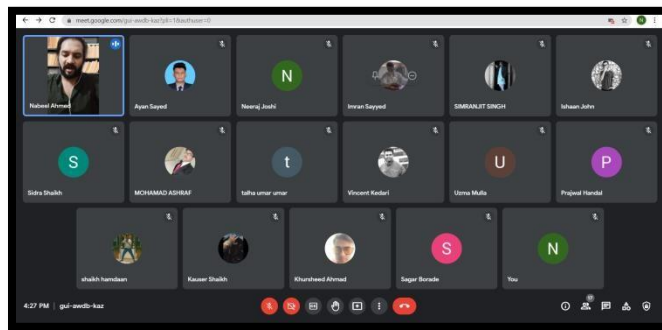
Session on “Business Start up Process”

Date: 14th August 2021

M.C.E. Society's M.A.Rangoonwala Institute of Hotel Management and Research organized a session on “Business Start up Process” on 14th August 2021 for B.Sc. HS students of the college. Mr.Nabeel Ahmed, Founder Sufi’s Restaurant and Coffee Shop discussed the various steps involved in the starting of a new business like idea generation, licenses required, sources of finance etc.



Poster of the session



Session in Progress

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ACTIVITY REPORT- JW Marriott

Room Orientation at J.W.Marriott Pune

3rd January 2020

M.A.Rangoonwala Institute of Hotel Management & Research had organized a room orientation to J.W. Marriott Hotel for F.Y.BSc (HS) on 3rd January, 2020 at 12:00pm. The Training and Placement Manager Ms. Komal Khedekar addressed the students on Introduction to J.W. Marriott. The housekeeping supervisor Mr.Santosh Dhebe addressed all the students and explained them the various types of rooms available in the hotel, Amenities and supplies placed in the rooms and various services offered in the room. The visit helped the students in understanding the concept of rooms and facilities provided in rooms.



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Activity:- Faculty Development Programme- Courtyard by Marriott Pune

Date: 20th March 2017



Photo: (Senior Sales Manager Tushar Pawar with Principal and Faculty members of M A Rangoonwala IHMR Pune)

M.C.E Society's M.A. Rangoonwala Institute of Hotel Management & Research, had Visited Courtyard by Marriott's Chakan for Faculty development Programme. We had Interaction with the General Manager Mr. Nasir Shaikh HR Manager Shantanu And the senior Sales Manager Mr. Tushar Pawar, we discussed about the latest trends in Hotels and the emerging needs that have to be fulfilled for the guest. How one has to do business in the remote areas and what are the customer expectation in MIDC area .We also had discussion on the food standards and sanitation kept in the industry. Then all the schemes for associate as the view point of the HR Manager. It was a wonder full experience and we learnt a lot from this programme.

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Activity:- Chocolate Demonstration- Hyatt Pune

Date: 31th August 2018



Students of M.A.Rangoonwala I.H.M.R during the Chocolate Demonstration with chef Parag. (Hyatt Pune)

M.A.Rangoonwala Institute of Hotel Management & Research had organized a chocolate demonstration workshop for TY students where in the chef displayed an exotic craftsmanship for making various types of chocolate products like Ganache Truffle Chocolate cut outs, presentation garnishes, chocolate gateaux, and chocolate balls.

The concept behind the workshop was experimenting with new techniques and ideas, reinventing the art and science behind chocolate making in the process, and making food that genuinely surprises and delights.

The students had a learning environment where they had plenty of doubts cleared by Chef

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Activity- Guest Lecturer on NAAC Guideline and all Criteria by Dr. Shaila Bootwala Principal Abeda Inamdar Senior College

Date: 19th Nov'18.

Lecture organized by: Mr. Imran Sayyed.



M.C.E Society's M.A. Rangoonwala Institute of Hotel Management & Research, Azam Campus, Camp, Pune, had organized a lecture on NAAC Guidelines for the teaching Staff on 17th Nov'2018.

Madam concentrated her lecture on the topic “Accreditation and Guidelines “

During the lecture the following topics are covered :

Brief introduction about the need of Accreditation in current scenario.

Importance of criterions and weightage given by NAAC

Six levels of cognitive domain for assessing outcomes from low level to high level of difficulty

Designing course outcomes using Bloom’s taxonomy

Questions came from different individuals of the audience. In general, the audience appreciated the lecture and became knowledgeable about the Accreditation and. The Special Lecture was ended with the Vote of Thanks by Prof Anita Frantz Principal .

Imran Sayyed

Event Coordinator

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**Activity:- Paper Presentation at Allana Institute of Management Studies
Date: 19th September 2019**



Photo: Panel Judges in Paper presentation at AIMS

Allana Institute of Management Studies had organized Anveshan in the month of September an International Conference on Management organized by AIMS International - The Association of Indian Management Scholars International and AIMS, Pune. The conference is also supported by the International Forum of Management Scholars. The mission of is to unify Indian management scholars to foster excellence in education and research, to advance knowledge, and support practice in all business and related disciplines. It organizes professional conferences, publishes a journal, and has embarked upon many other professional activities. To present a paper we need to have maximum of two or three participants and each and every participant will be awarded with a certificate. It is not only adding value to the resume but also helps in developing various skills.

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Activity:- Two day work shop on “Disaster management”-NESS W

Date: 11th & 12th Feb 2015



Students of MA Rangoonwala IHMR Pune at NESS Wadia College of Commerce for the Disaster Management Programme with the PMC Fire Fighting Team

Disaster management occupies an important place in this country’s policy framework as it is the poor and the under-privileged who are worst affected on account of calamities/disasters. The two days workshop was designed to demonstrate a sustainable model for mainstreaming of disaster risk management at all levels with focus on district and community level activities. The vital output of this project is multi-hazard risk management and sustainable recovery plans at community, Panchayat and district levels in some of the most multi-hazard prone states and districts, and strengthening institutions responsible for sustainability and replication of these efforts.

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Activity:- Session on NAAC By Prof Dr. Milind Peshave.

Date: 15th Feb 2018



Photo: Prof Dr. Milind Peshave taking Session on NAAC

With the expansion of Higher Education sector, quality assurance issues are today's major concern for the government, public and other stakeholders. UGC has made it mandatory that all Higher Education Institutions undergo Assessment and Accreditation. NAAC as a premier National Agency for Assessment and Accreditation carries the responsibility to make the institutions aware of quality assurance issues, mentor them to undergo the process, disseminate the benefits of Assessment and Accreditation.

To make us aware of the various criteria and how to deal with those we had Milind Peshave to deal with those issues, understand the hurdles and the lacuna.

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ACTIVITY REPORT- Azam Campus Sports Academy

M. C. E. Society's M. A. Rangoonwala Institute of Hotel Management & Research organized a 'Self-Defense Workshop' under 'Nirbhay Kanya Abhiyan', Board of Students' Development, Savitribai Phule Pune University, on Friday, 11th February 2023. Mr. Ayyub Shaikh, Self-Defense Instructor, Azam Campus, Pune demonstrated students about the techniques to be used for self-defense as well as trained the students through proper practical training. He also emphasized on daily practice of these techniques.

Mrs. Chanda Supekar executed this activity under the able guidance of Principal Prof. Dr. Anita Frantz.


M. C. E. SOCIETY'S
M. A. RANGOONWALA INSTITUTE OF HOTEL MANAGEMENT & RESEARCH,
Azam Campus, Camp, Pune-411001.
Website: www.marhotelmanagement.com, Email ID: info@marhotelmanagement.com
Tel. No. 020-26442261/62
(Affiliated to Savitribai Phule Pune University)

**Board of Students' Development,
Savitribai Phule Pune University**

Organizes

Self-Defence Workshop

Instructor
Mr. Ayyub Shaikh
Self-Defence Instructor
Azam Campus, Pune

Event Coordinator
Mrs. Chanda Supekar
SWO



Venue : Function Ground
Date : 11th February 2023
Time : 9.00 a.m.



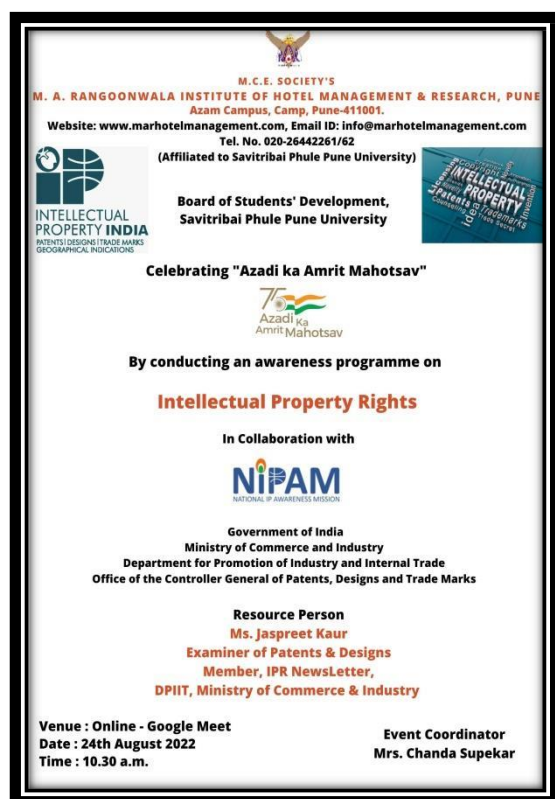
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ACTIVITY REPORT

The Library of M. C. E. Society's M. A. Rangoonwala Institute of Hotel Management & Research organized a seminar on "Intellectual Property Rights" on 24th August 2022.

Ms. Jaspreet Kaur, Examiner of Patents & Design, DPIIT, Ministry of Commerce & Industry, New Delhi discussed about Intellectual Property Rights, details of Patents, Copyright, Trade Marks, Industrial Design, Geographical Indication & made the session interactive.

The activity was conducted by Mrs Chanda Supekar, Librarian of M. A. Rangoonwala Institute of Hotel Management & Research under the guidance of Principal Prof. Anita Frantz.



M.C.E. SOCIETY'S
M. A. RANGOONWALA INSTITUTE OF HOTEL MANAGEMENT & RESEARCH, PUNE
Azam Campus, Camp, Pune-411001.
Website: www.marhotelmanagement.com, Email ID: info@marhotelmanagement.com
Tel. No. 020-26442261/62
(Affiliated to Savitribai Phule Pune University)

INTELLECTUAL PROPERTY INDIA
PATENTS | DESIGNS | TRADE MARKS
GEOGRAPHICAL INDICATIONS

**Board of Students' Development,
Savitribai Phule Pune University**

Celebrating "Azadi ka Amrit Mahotsav"

**By conducting an awareness programme on
Intellectual Property Rights**

In Collaboration with

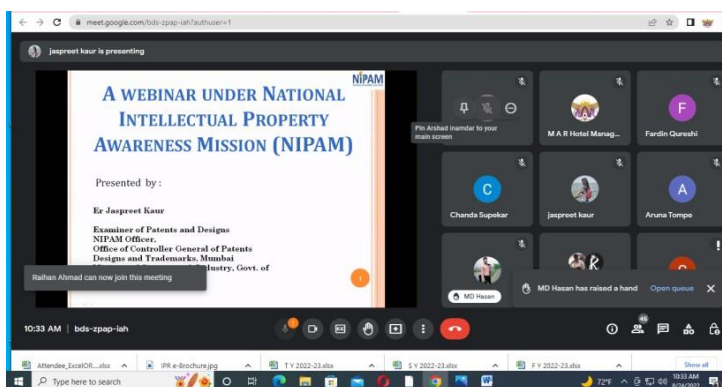
NIPAM
NATIONAL IP AWARENESS MISSION

**Government of India
Ministry of Commerce and Industry
Department for Promotion of Industry and Internal Trade
Office of the Controller General of Patents, Designs and Trade Marks**

Resource Person
Ms. Jaspreet Kaur
Examiner of Patents & Designs
Member, IPR Newsletter,
DPIIT, Ministry of Commerce & Industry

Venue : Online - Google Meet
Date : 24th August 2022
Time : 10.30 a.m.

Event Coordinator
Mrs. Chanda Supekar



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Jaspreet kaur is presenting

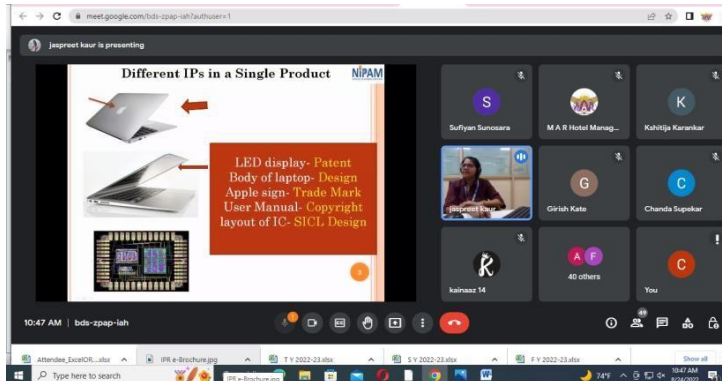
A WEBINAR UNDER NATIONAL INTELLECTUAL PROPERTY AWARENESS MISSION (NIPAM)

Presented by:

Dr. Jaspreet Kaur
Examiner of Patents and Designs
NIPAM Officer,
Office of Controller General of Patents
Designs and Trademarks, Mumbai
Industry, Govt. of

Attendees: Jaspreet Kaur, Chanda Supekar, Jaspreet Kaur, Aruna Tompe, MD Hasan, MD Hasan has raised a hand, Open queue

10:33 AM | bds-zpap-iah



meet.google.com/bds-zpap-iah?authuser=1

Jaspreet kaur is presenting

Different IPs in a Single Product

LED display- Patent
Body of laptop- Design
Apple sign- Trade Mark
User Manual- Copyright
layout of IC- SICL Design

Attendees: Jaspreet Kaur, Sufyan Sunasara, M.A.R. Hotel Manag..., Kshitiya Karankar, Jaspreet Kaur, Girish Kate, Chanda Supekar, kshnasr 14, 40 others, You

10:47 AM | bds-zpap-iah

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ACTIVITY REPORT- Board of Students' Development, Savitribai Phule Pune University

M. C. E. Society's M. A. Rangoonwala Institute of Hotel Management & Research organized a 'Self-Defense Workshop' under 'Nirbhay Kanya Abhiyan', Board of Students' Development, Savitribai Phule Pune University, on Friday, 21st February 2022. Mr. Ayyub Shaikh, Self-Defense Instructor, Azam Campus, Pune demonstrated students about the techniques to be used for self-defense as well as trained the students through proper practical training. He also emphasized on daily practice of these techniques.

Mrs. Chanda Supekar executed this activity under the able guidance of Principal Prof. Dr. Anita Frantz.



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**Board of Students' Development,
Savitribai Phule Pune University**

Organizes

Self-Defence Workshop

Instructor Mr. Ayyub Shaikh Self-Defence Instructor Azam Campus, Pune	Event Coordinator Mrs. Chanda Supekar SWO
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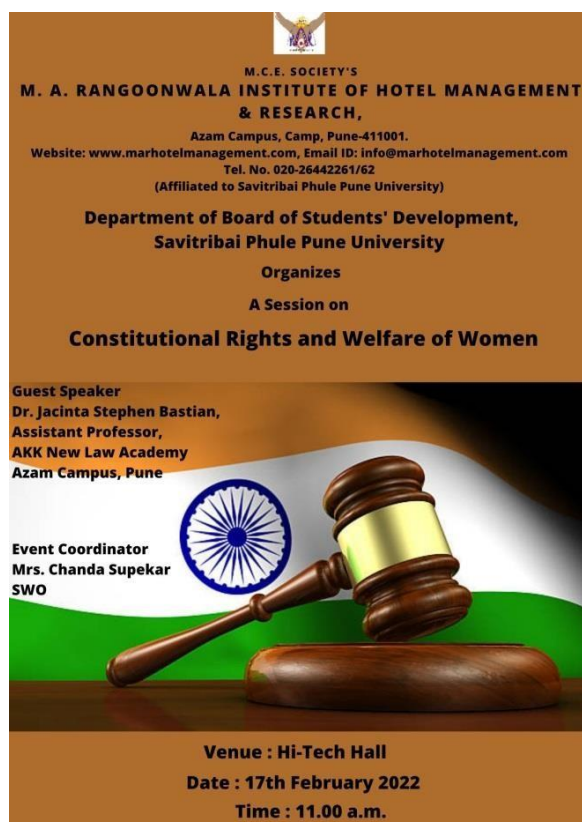


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ACTIVITY REPORT- A.K.K. New Law Academy, Pune

M. C. E. Society's M. A. Rangoonwala Institute of Hotel Management and Research organized a webinar on “**Constitutional Rights and Welfare of Women**” for students and staff members under Nirbhay Kanya Abhiyan, Board of Students Development, Savitribai Phule Pune University on Thursday, 17th February 2022. Dr. Jacinta Stephen Bastian, Assistant Professor, A.K.K. New Law Academy, Pune was the guest speaker, she interacted with students and staff and made the topic more understandable.

Mrs. Chanda Supekar executed this activity under the able guidance of Principal, Prof. Dr. Anita Frantz.



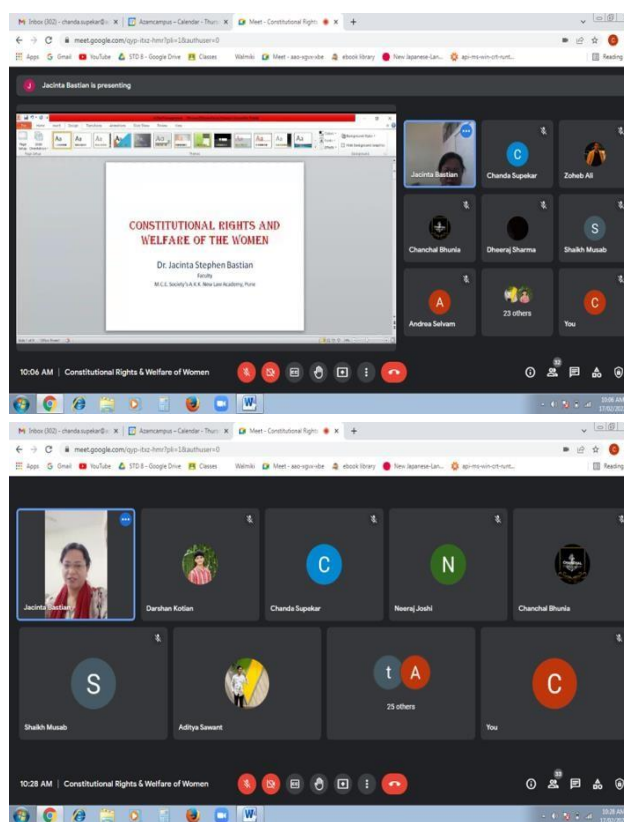
**M. C. E. SOCIETY'S
M. A. RANGOONWALA INSTITUTE OF HOTEL MANAGEMENT
& RESEARCH,**
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Tel. No. 020-26442261/62
(Affiliated to Savitribai Phule Pune University)

**Department of Board of Students' Development,
Savitribai Phule Pune University
Organizes
A Session on
Constitutional Rights and Welfare of Women**

**Guest Speaker
Dr. Jacinta Stephen Bastian,
Assistant Professor,
AKK New Law Academy
Azam Campus, Pune**

**Event Coordinator
Mrs. Chanda Supekar
SWO**

**Venue : Hi-Tech Hall
Date : 17th February 2022
Time : 11.00 a.m.**



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ACTIVITY REPORT- Tata Consultancy Services

The Library of M. C. E. Society's M. A. Rangoonwala Institute of Hotel Management & Research organized a seminar on "Intellectual Property Rights" on 18th February 2019.

Mr. Kishore Ingale, Head-Pune Information Resource Centre, Tata Consultancy Services discussed about IPR, how the Intellectual Property Law works, also given the minute details of Patents, Copyright, Trade Marks, Industrial Design, Geographical Indication, Trade Secret, Process of filing IP and also discussed the important cases & made the session interactive.

The activity was conducted by Mrs Chanda Supekar, Librarian of M. A. Rangoonwala Institute of Hotel Management & Research under the guidance of Principal Prof. Anita Frantz.



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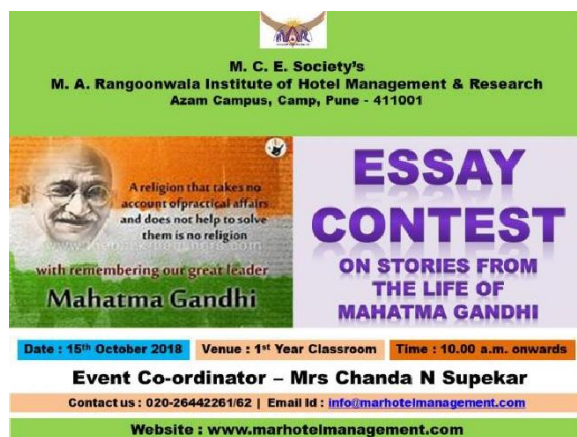
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ACTIVITY REPORT- H. G. M. Azam College of Education

M. C. E. Society's, M. A. Rangoonwala Institute of Hotel Management & Research conducted an Essay Contest to commemorate 150th Birth Anniversary of the Father of our Nation "Mahatma Gandhi" and also to celebrate 'Vachan Prerana Divas' in the remembrance of our beloved late President of India Dr. A. P. J. Abdul Kalam on 15th October 2018 at M.A Rangoonwala Institute of Hotel Management & Research.

Mrs Mumtaz Shaikh, Assistant Professor, H. G. M. Azam College of Education judged the contest. Ms. Devika Ramadhar Sharma and Mr. Samiyan Farid Shaikh bagged the runner up's trophy.

Mrs Chanda Supekar executed the event under the guidance of Principal Prof. Anita Frantz.



M. C. E. Society's
M. A. Rangoonwala Institute of Hotel Management & Research
Azam Campus, Camp, Pune - 411001

ESSAY CONTEST
ON STORIES FROM THE LIFE OF MAHATMA GANDHI

Date : 15th October 2018 **Venue : 1st Year Classroom** **Time : 10.00 a.m. onwards**

Event Co-ordinator – Mrs Chanda N Supekar
Contact us : 020-26442261/62 | Email Id : info@marhotelmanagement.com
Website : www.marhotelmanagement.com



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ACTIVITY REPORT- Maharashtra State Institute of Hotel Management & Catering Technology, Pune

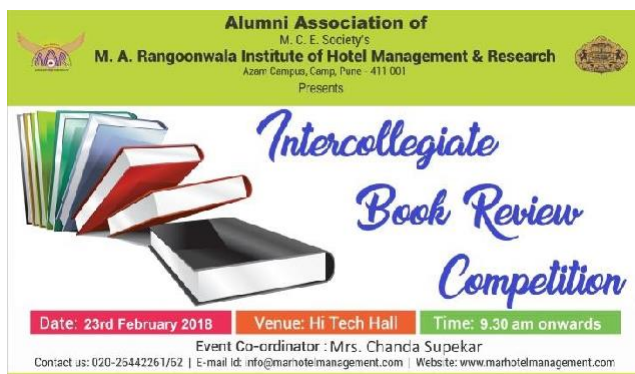
Alumni Association of M. C. E. Society's M. A. Rangoonwala Institute of Hotel Management & Research organized an Intercollegiate Book Review Competition, on 23rd February 2018 at Hi-tech Hall, Azam Campus, Pune.

The competition was judged by Dr. Sameer Diwanji, Learning Manager, Malaka Spice, Pune and Dr. Vidya Kadam, Assistant Professor, Maharashtra State Institute of Hotel Management & Catering Technology, Pune.

Students from various colleges in Pune namely Bharati Vidyapeeth Institute of Hotel Management and Catering Technology, Allana College of Pharmacy, Allana Institute of Management Sciences, M. C. E. Society's Institute of Pharmacy, Abeda Inamdar Senior College and Anglo Urdu Boys High School & Junior College participated in the event. The winners were awarded trophies and certificate at the hands of the chief guest Ms. Prachika Saxena, Director of Human Resources, Conrad, Pune. The winner's trophy was bagged by Mr Shreyas Dhananjay Karanjkar [M. C. E. Society's Anglo Urdu Boys High School & Junior College] and the Runner up Ms Najala Nawab [M. C. E. Society's M. A. Rangoonwala Institute of Hotel Management & Research]

Principal Prof. Anita Frantz initiated the activity to encourage the students to get into the habit of reading informative and recreational books.

The Alumni Association of M. A. Rangoonwala Institute of Hotel Management & Research executed the event under the guidance of the librarian Mrs Chanda Supekar.



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ACTIVITY REPORT- M. C. E. Society's H. G. M. Azam College of Education

The Library of M. A. Rangoonwala Institute of Hotel Management & Research organized “**Learning Through Reading Competition**”, on research paper presentation for students of B. Sc. HS on 19th August 2017. A good opportunity for students to showcase their presentation skills. The Competition was judged by Asst. Prof. Imran Sayyed and Asst. Prof. Mrs Priyanka Shetty. The selected students presented their paper on 8th September 2017 in the mega library “**Learning Through Reading Competition**”. This final competition was judged by Asst. Prof. Ms. Mumtaz Shaikh from M. C. E. Society's H. G. M. Azam College of Education and Asst. Prof. Ms. Rabia Langoo, M. C. E. Society's Allana Institute of Management Sciences. Mr. won the Winner's Trophy. The students worked under the guidance of Librarian Mrs. Chanda Supekar. Principal Prof. Anita Frantz motivated the students and appreciated their performance.



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Sample of Offer Letter

3/23/2019

M.A Rangoonwala-F&B Service 001.jpg

Date : 20th March 2019

To,

Vincent Kedari
Training & Placement Officer
M.A Rangoonwala Institute of Hotel Management & Research
Azam Campus, Camp Pune-411001



Sub: Offer for Tr.Steward

We are pleased to offer your students to work in our organization as Tr.Steward .The tenure of this fixed term assignment will start on 02nd May 2019.

Please find below the names of the selected candidates:

1. Pratik Kumbhar
2. Musharaf Shaikh
3. Rahul Sonawane

They will be hired as "Tr.Steward" for F&B Service Department with a salary of Rs.10,000/- Per Month.
• Rs.900/-per month would be deducted towards Cafeteria Expense.

They shall be provided a Shared accommodation. They are required to carry your own Bed sheets, Blanket and Pillow Covers for Your personal use.

Uniform : They are required to carry pair of new black pants, white shirts, one black belt with three pairs of black socks.

The copy of the following documents along with originals for verification.

- 1) Certificates of all Academic Achievements
- 2) 3 Copy of Passport and Driving License (Any One Document)
- 3) Residential Address Proof (Pan Card, Aadhar Card , Election Voters Cards- Any One Document)
- 4) Medical Certificate is Mandatory

We would appreciate your written confirmation to this offer .We request you to report to Della Resorts office on 02nd May 2019 at 09:30am.

We look forward to welcoming you to our organization.

For Della Resorts & Adventure Pvt. Ltd.

Ronald Serrao
20/3/19
Ronald Serrao
Vice President-Corporate

Della Adventure & Resorts Pvt. Ltd.:
Kunegdon, Lonavala - 410 401. Tel.: +91-2114-662 600 Fax: +91-2114-662 662 Email:conciierge@dellaresorts.com

Corporate Office:

Date: 14th February 2019

Name: Anand Dilip Jadhav

Department: Front Office

Dear Anand,

We are pleased to offer you the position of 'Guest Service Associate' with JW Marriott Hotel Pune as operators of ICC Realty India Pvt. Ltd. However, this offer is subject to you being declared medically fit by a reputed medical practitioner and satisfactory references from your referees.

Your compensation will be Rupees 13000/- per month [Total Remuneration] on fixed term contract for one year.

Please report to the Human Resources Department on **27th May 2019** at 1100 hours with the following documents (*please carry original documents as well*):

- 6 passport-sized photographs
- Photocopy of proof of Date of Birth (Birth certificate / Passport)
- Photocopy of proof of address (Ration Card, Voters ID)
- Photocopy of Aadhar Card (mandatory)
- Photocopies of Educational Qualifications and College NOC.

If the above terms are acceptable to you, as a token of acceptance, please sign the enclosed duplicate copy of this letter.

Welcome aboard!

For JW Marriott Pune



VAISHALI SHAHI
HUMAN RESOURCES MANAGER

Candidate's Acknowledgement:

Signature / Date: _____ (Signed in acceptance)

21st February 2019

To,

Abdul Rehman
Azam Campus, 2390 B, KB Hidayatullah Road, Camp, Pune 411001

Offer Letter - Hardcastle Restaurants Private Limited

Dear Abdul Rehman

Congratulations!

With reference to the discussions you had with us, we are pleased to make you an offer to work with **Hardcastle Restaurants Private Limited** as **Trainee Guest Experience leader** in accordance with the terms and conditions mutually agreed upon. You will be issued with an Appointment Letter separately on joining. As agreed, your date of joining shall be in June 2019.

You are also required to bring your original documents as well as submit copies of the following on the day of joining:

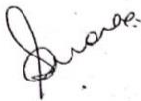
- Certificate of Education - 10th, 12th, Graduation & Masters
- Passport size photographs - 4 No's
- Photocopy of PAN card
- Photocopy of Passport
- Relieving Letter/ Experience Certificate & Acceptance of Resignation letter from your last employer

Kindly return a copy of this letter duly signed by you in token of your having accepted this offer.

This offer will be valid till the date mentioned above.

Thank you and Best regards,

For Hardcastle Restaurants Private Limited,



Seema Arora Nambiar
Senior Vice President – Strategy, Innovation & Capability

Internship Letter: Della Resorts

19

M.A Rangoonwala- HK.jpg



Date : 20th March 2019

To,

Vincent Kedari
Training & Placement Officer
M.A Rangoonwala Institute of Hotel Management & Research
Azam Campus, Camp Pune-411001

Sub: Offer for Tr. Room Attendant

We are pleased to offer your students to work in our organization as Tr. Room Attendant .The tenure of this fixed term assignment will start on 02nd May 2019.

Please find below the names of the selected candidates:

1. Yash Sangurle

He will be hired as "Tr. Room Attendant" for Housekeeping Department with a salary of Rs.10,000/- Per Month.

- Rs.900/-per month would be deducted towards Cafeteria Expense.

He shall be provided a Shared accommodation. He is required to carry your own Bed sheets, Blanket and Pillow Covers for Your personal use.

Uniform : He is required to carry pair of new black pants, white shirts, one black belt with three pairs of black socks.

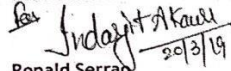
The copy of the following documents along with originals for verification.

- 1) Certificates of all Academic Achievements
- 2) 3 Copy of Passport and Driving License (Any One Document)
- 3) Residential Address Proof (Pan Card, Aadhar Card , Election Voters Cards- Any One Document)
- 4) Medical Certificate is Mandatory

We would appreciate your written confirmation to this offer .We request you to report to Della Resorts office on 02nd May 2019 at 09:30am.

We look forward to welcoming you to our organization.

For Della Resorts & Adventure Pvt. Ltd.


Ronald Serrao
Vice President-Corporate

Kunegaon, Lonavala - 410 401. Tel.: +91-2114-662 600 Fax: +91-2114-662 662 Email: concierge@dellaresorts.com

Della Adventure & Resorts Pvt. Ltd.:

Corporate Office:

Sample of Internship Offer Letters



Date: 24 August 2017

Ashish Gaikwad,
MA Rangoonwala
Pune

Dear ~~Atanish~~ Ashish,

We are pleased to offer you the position of 'Industrial Trainee' with Marriott Suites Pune. This offer is subject to you being declared medically fit by a reputed medical practitioner and satisfactory references from your referees. The duration of your training shall be as per the dates mentioned in your NOC.

During the course of the training, you will be provided with the following:

- Duty meals in the Associate Cafeteria
- Days Off - 4 per month
- Stipend- You will receive a monthly stipend of Rs. 1500/-

You are required to make arrangements for your own accommodation and transportation.

Please report to the Human Resources department at 09.00 am on the date of joining, along with the following for training commencement:

- 3 passport size photographs
- Curriculum Vitae
- Photocopy of College ID Card
- College No objection letter
- Government ID Proof (Passport/License etc.)
- Police Verification Certificate
- Medical Fitness Certificate
- Dress Code – Black trousers, white shirt, black belt, black shoes, black socks, chef coat (for culinary department).

As a token of acceptance, please sign the enclosed duplicate copy of this letter if the abovementioned terms are acceptable to you.

Should you require any clarification, Please feel free to contact me.

Welcome aboard!

Angad Sathe
Assistant Training Manager

Signature / Date:  11/9/17 (Signed in acceptance)

81 Mundhwa, Koregaon Park Annex, Pune 411 036, India. +91-20-67257777

Internship Letter: Taj Blue Diamond Pune

2017
/20

M A R Hotel Management Mail - Industrial Training @ Hyatt Pune



placement . <placement@marhotelmanagement.com>

Industrial Training @ Hyatt Pune

From: jessica.makode@hyatt.com <jessica.makode@hyatt.com>
To: placement@marhotelmanagement.com
Cc: yamini.bhakri@hyatt.com

31 August 2017 at 16:35

Dear Vincent,

Greetings from Hyatt Pune!

I am happy to inform you that we have selected the below mentioned students to undergo their Industrial Training with us.

Prince Pandey,

Suhail Shaikh

Shubham Salve

Ashim Advani

Aleem Ansari

Juned Khan

The following documents need to be brought on the first day at 09:30 a.m.

On the day of their joining they are required to be dressed in their college uniform and black oxford shoes and socks are expected.

The student must bring the following documents:

1. 3 copies passport sized photograph
2. Updated resume
3. Copy of a photo id proof – voter id, driving license, passport, aadhar card
4. NOC from college
5. College id card

The students have to produce a physical fitness certificate from any medical establishment which must include blood test to check Hepatitis B, VDRL Serum, HIV Antibodies/Serum, Blood group, Urine test, Stool Ova and parasite, General physician check up and chest X ray.

The students are also required to carry their own Chef coats and uniform. It is advisable that the students should reach Pune few days prior to their date of joining to arrange for their accommodation.

Kindly revert with the confirmation and the date of joining of the students.

In case of any further query, feel free to get in touch with me.

Thank You!

H

Warm Regards,

Jessica Makode
learning officer

Hyatt Pune
Adjacent to Aga Khan Palace, 88 Nagar Road, Kalyani Nagar, Pune – 411006, India

T: +91 20 6606 8874 F: +91 20 6606 1235 M:9586174286

E: jessica.makode@hyatt.com Webportal:pune.hyattotels.hyatt.com

://mail.google.com/mail/u/0/?ui=2&ik=40c1a5295f&jsver=HdXi8am1-kw.en_GB.&view=pt&msg=15e37f8555cfd825&q=jessica&qs=true&search=q... 1/4

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Internship Letter: JW Marriott

9/19/2017

M A R Hotel Management Mail - Internship Confirmation



placement . <placement@marhotelmanagement.com>

Internship Confirmation

14 September 2017 at 18:35

Kuchik, Prachi <prachi.kuchik@marriott.com>
To: placement@marhotelmanagement.com
Cc: swetlina.mishra@marriott.com, rabia.bajaj@marriott.com

Dear All,

Greetings from the JW Marriott Hotel Pune!

With reference to your application and subsequent interview with us, we are pleased to confirm your Internship from 27th November 2017 to 27th May, 2018 in all four Operational Department.

The students names selected are as follows:-

- Balasaheb Mali
- Ankita L
- Sayali Khot
- Urba Ansari
- Komal Gaikwad
- Sajid Shaikh

During the course of the training, you will be provided with the following:

- Duty meals in the Associate Dining room
- Days Off - 4 per month
- Stipend- You will receive a monthly stipend of INR.5000/-
- Please note, trainees are not provided with locker facilities

Please report to the Human Resources department at 10:00 am on the date of joining along with the following documents for training commencement:

- 3 passport size photographs
- CV
- Photocopy of College ID Card
- No Objection Letter from the College.
- Government ID Proof (Passport/License etc.)
- Medical Fitness Certificate and Medical Report (Medical Tests required: Australia Antigen, Widal & HIV Antibodies) - However, this offer is subject to you being declared medically fit by a reputed medical practitioner. Please note that you will be allowed to join only once you submit the above reports.
- You are required to furnish a copy of your background verification, as done by the local police station in your locality of permanent residence, or any other city in which you have resided for more than 3 years. This is a mandatory document and you will be allowed to commence the Internship only after submission of this document on the day of joining.
- Dress Code – Black trousers, white shirt, black belt, black shoes & black socks.

I request you to send me an acknowledgement as a token of acceptance.

Please feel free to get in touch with me in case of any clarifications.

https://mail.google.com/mail/u/0/?ui=2&ik=40c1a5295f&jsver=HdXi8am1-kw.en_GB.&view=pt&msg=15e807f0455250f2&q=prachi.kuchik%40marriott.c... 1/2

Internship Letter: Park Hyatt Goa

10/4/2017



M A R Hotel Management Mail - Result : Industrial Training.

placement . <placement@marhotelmanagement.com>

Result : Industrial Training.

Vaity, Nikhil (GOARG) <nikhil.vaity@hyatt.com>

To: "placement ." <placement@marhotelmanagement.com>

Cc: "Fernandes, Clyde (GOARG)" <clyde.fernandes@hyatt.com>, "vardhan, Adarsh (GOARG)" <adarsh.vardhan@hyatt.com>

3 October 2017 at 14:26

Dear Vincent,

Greetings from Park Hyatt Goa Resort and Spa !!!

This is in reference to the internship for the students at Park Hyatt Goa Resort and Spa.

We are pleased to confirm the selection of the below mentioned students based on the Skype interview we had earlier ,

1. Chaitanya Tandale
2. Kundan Gajarmal

Upon joining, please do ask them to bring the following documents:

No Objection Certificate for all the selected students and it must be issued in the name of Park Hyatt Goa Resort & Spa with Date of Joining and Date of Clearance mentioned in specific

Medical fitness certificate (Original)

Police clearance certificate (Original)

Address proof (Any government ID - Photocopy)

Educational qualifications (Photocopy)

Bank account details (Photocopy of Passbook/Cheque mentioning - Name of the account holder, Account number, IFSC Code).

4 Passport size photographs

Updated Resume

Kindly send them along with a pair of **safety shoes** for kitchen and **black sandals** for other departments (find the attached image).

Letter of Appointment will be provided once they join us.

During their Internship, Park Hyatt Goa Resort and Spa would provide them with :

- Meals on duty
- Hotel uniforms

Stipend @ Rs. 1000/- per month

Kindly confirm and revert with the suitable date of joining.

We look forward to welcoming the students at Park Hyatt Goa Resort and Spa.

Should you need any further assistance, please do not hesitate to get in touch with me.

Best Regards,

NIKHIL VAITY

Assistant Manager Training

10/7/2017

M A R Hotel Management Mail - Confirmation of Industrial Training



placement . <placement@marhotelmanagement.com>

Confirmation of Industrial Training

6 October 2017 at 19:42

Naik, Aarti (PUNHR) <aarti.naik@hyatt.com>
To: "placement ." <placement@marhotelmanagement.com>

Dear Sir/Ma'am,

Greetings of the Day!

We are pleased to share that Rutuja, a student of your institute has been selected for Industrial Training at Hyatt Regency Pune.

Kindly confirm the date and duration, by return mail within 48 hrs of receiving this mail, barring which the training will be deemed withdrawn.

Also written below is the Training Policy of the hotel which the students have to abide by.

1. The Industrial trainees must bring along with them Original hard copy of College No Objection Certificate informing us of the official commencement and end date for their training.
2. The Industrial trainee must bring with him/her 2 passport size photographs & details of his/her local guardians/parents.
3. The Industrial trainee must furnish a Medical Fitness Certificate (from an MBBS Doctor only): Any previous medical history or prevailing medical concerns must be clearly stated on this Certificate. The following Medical tests have to be included and submitted on the joining date.
 - Complete Blood Count
 - Random Blood Sugar
 - Complete Urine Analysis
 - ECG
 - X-Ray
 - Widal Test
 - Stool Routine
 - Stool Culture
 - Hepatitis A
 - Physical Examination
4. The Industrial Trainees have to manage accommodation on their own; the hotel shall not provide any lodging facilities. The following documents with regards to Residential Address Proof –
 - Permanent residence - photocopy of Passport or Electricity Bill or Ration Card
 - Temporary residence in Pune - photocopy of lease agreement
5. The Industrial Trainee will be provided a fixed stipend of Rs.1500/- (Rupees One thousand five hundred only)
6. The Industrial Trainee shall carry their own uniforms, namely, white full sleeve shirts -2, Black trousers-2, black shoes -1, black tie-1, Chef uniform- 2 sets.
7. As per our grooming guidelines, moustaches are strictly prohibited.
8. It is advisable that the out station selected candidates reach Pune two to three days prior to the beginning of the training period in order to settle their own accommodation.

https://mail.google.com/mail/u/0/?ui=2&ik=40c1a5295f&jsver=aj4gK0kF_WI.en_GB.&view=pt&msg=15ef2080d67f1d72&search=inbox&siml=15ef2080... 1/3

Internship Letter: Ritz Carlton Bangalore



THE RITZ-CARLTON
BANGALORE

14th October 2022

Dear Darshan Kotian, Inaam Memon, Aditya Sawant, Amal Arikkat, Zaid Shaikh,

Congratulations on your selection for the internship program at The Ritz-Carlton, Bangalore from **12th December 2022 to 17th April 2023**. Training Clearance will take place on **18th April 2023**. We expect you to understand the following terms and conditions as we welcome you to The Ritz-Carlton, Bangalore.

REPORTING

You will report at 9.00 am in Human Resources Department on the day of joining. In your position as an Intern, you will report directly to the Learning and Development Manager and for day-to-day operations to the respective department head.

ACCOMMODATION

You will be responsible for your own accommodation, as the hotel does not provide any accommodation facility for interns.

UNIFORM

Uniforms will be provided to you by the hotel. However, you would be required to carry your own pair of black trousers, Black pump shoes ladies (1.5-inch heels max), Black Oxford shoes, safety shoes, and plain black socks. You would be responsible for the maintenance and upkeep of the uniforms provided and required to strictly adhere to the Grooming and Etiquette standards as per hotel policy. The hotel will provide support for laundering the uniform.

STIPEND

You will be eligible for a monthly stipend of Rs.1200/- (One thousand two hundred only). Statutory deductions as applicable. This will be paid to you towards the 7th of the next month.

DUTY MEALS

You are entitled for duty meals & breaks at Café 99 (the hotel's employee dining restaurant). You are expected to strictly adhere to the Café 99 timing.

WEEKLY OFF / ATTENDANCE

You will be entitled to six days off in a month. Any unauthorised absence may result in the termination of the internship. Absence on medical grounds for three or more days would need to be supported by an appropriate Medical Fitness Certificate and Doctor's prescription (which would need to be endorsed by the Hotel Doctor), without which the intern will not be allowed to re-join his internship. Any intern with less than 90% attendance will not be awarded a certificate.

MEDICAL FITNESS

Please note that your internship in the hotel is subject to you being medically fit at any given point of time failing which the internship is liable for termination.

CONFIDENTIAL MATTERS

Offer Letter: Oberoi Mumbai

19/2017

M A R Hotel Management Mail - M. A. Rangoonwala Pune Results of GM Round- OCER/OCLD



placement . <placement@marhotelmanage

M. A. Rangoonwala Pune Results of GM Round- OCER/OCLD

16 September 2017 at 20:06

Stefanie Dcosta <Stefanie.Dcosta@oberoihotels.com>
To: placement@marhotelmanagement.com
Cc: Kanchan Chitnis <Kanchan.Chitnis@oberoihotels.com>, Apama.Passi@oberoihotels.com

Dear Vincent,

Many Thanks for another fantastic year of interviews. It is always a pleasure to interact with your students.

Please find below the list of students selected for OCER.

Sr. No.	Name	Department	Status
1	Kaynat Shaikh	Kitchen	OCER
2	Feroza Shaikh	Kitchen	OCER
3	Vaibhav Khade	Housekeeping	OCER

Warm Regards,

Stefanie D'Costa

Supervisor – Human Resources

The Oberoi Group

Nariman Point, Mumbai 400 021, India
Direct Telephone Number: +91 (22) 6632 6062
Direct Facsimile Number . +91 (22) 6632 6891

Email :

stefanie.dcosta@oberoihotels.com

For Oberoi Hotels and Resorts :

Visit us at our website : <http://www.oberoihotels.com>

Toll Free Reservations : 1 800 11 2030

For Trident Hotels :

Visit us at our website : <http://www.tridenthotels.com>

Toll Free Reservations : 1 800 11 2122

tps://mail.google.com/mail/u/0/?ui=2&ik=40c1a5295f&jsver=HdXi8am1-kw.en_GB.&view=pt&msg=15e8b209a148a244&search=inbox&siml=15e8b2... 1/2

20th March, 2018

Mr. Shoaib Mulla

Sub.: Offer Letter

Dear Shoaib,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of "Management Trainee" in our organization.

We would expect you to join on or before 20th May 2018, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, by us in writing.

On the date of your joining, you may please bring the copy of all the following documents:-

1. Resume
2. PAN Card.
3. 4 P.P. Photographs.
4. Educational and Professional certificates.
5. Latest 2 months salary slips with Salary credit Bank Statements.
6. Acceptance of resignation letter.
7. Relieving or experience letter.

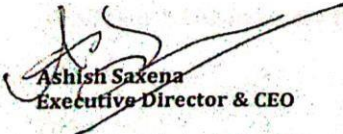
This Offer letter is subject to receipt of satisfactory reference checks.

Validity of this Offer letter will be seven days from the date of issuance. Kindly sign the copy as a token of your acceptance, and return the same.

Post acceptance of Offer Letter you are expected to submit your resignation letter copy, duly acknowledged from the present employer within seven days.

For Teximex Cuisine India Pvt. Ltd.

Accepted by


Ashish Saxena
Executive Director & CEO

(Shoaib Mulla)

Placement Letter: Marriott Suites

MARRIOTT
SUITES PUNE

09th February 2018

Mr. Sourabh Sulakhe
S.no-207, Ghar.no-1/2A,
Flate no-61 B Wing,
Phurshungi Pune

Dear Sourabh,

We are pleased to offer you the position of 'GSA- F&B Service' with Pune Marriott Suites as agents of Panchashil Infrastructure Pvt. Ltd. with effect from 28th May 2018. However, this offer is subject to you being declared medically fit by a reputed medical practitioner and satisfactory references from your referees.

Your compensation will be Rupees 10,955/- per month [Total Remuneration]. The breakdown of your salary is enclosed for your reference.

Please report to the Human Resources Department on 28th May 2018 at 0900 hrs with the following documents:

- 6 passport-sized photographs
- Photocopy of proof of Date of Birth (Birth certificate / Passport)
- Photocopy of proof of address (Ration Card, Voters ID)
- Photocopy of any Govt. certified Photo Identification (Passport / PAN Card / Driver's License / Photo Credit Card)
- Photocopies of Educational Qualifications
- Photocopies of letters of previous work experience (if any)
- Photocopy of last drawn salary slip (if any)
- Photocopy of Marriage Certificate (if married)
- Photocopy of PAN Card (Compulsory)

If the above terms are acceptable to you, as a token of acceptance, please sign the enclosed duplicate copy of this letter.

Welcome aboard!


Ankit Chopra
Human Resources Manager

Signature / Date: _____ (Signed in acceptance)

MARRIOTT SUITES PUNE
81 MUNDHWA, KOREGAON PARK ANNEX,
PUNE - 411056, INDIA
T: +91-020.67257777/020.26747474

Burger King Pune

2/24/2021

M A R Hotel Management Mail - Fwd: Offer Letter-MT Rohan Rocky Sandev (Pune)



placement . <placement@marhotelmanagement.com>

Fwd: Offer Letter-MT Rohan Rocky Sandev (Pune)

Rohan Sandev <rohansandev@hotmail.com>
To: "placement@marhotelmanagement.com" <placement@marhotelmanagement.com>

27 June 2018 at 17:54

Get Outlook for Android

From: Tanya Sood <tsood@burgerking.in>
Sent: Wednesday, June 27, 2018 5:53:41 PM
To: rohansandev@hotmail.com
Cc: Glen D'sa; Nilesh Yawalkar; West HR; Sandipa Sinha
Subject: Offer Letter-MT Rohan Rocky Sandev (Pune)

Date - 27-06-18

Mr Rohan Rocky Sandev

Pune, Maharashtra

Letter of Offer

Dear Rohan,

We are pleased to offer you the position of **Management Trainee- Operations**, in accordance with the terms and conditions of the letter of appointment to be issued to you after accepting our tentative offer.

Your date of joining will be on or before 3rd July 2018.

Your Annual Cost to the Company will be INR 2,40,000 /- (Refer to Annexure 1) subject to statutory deduction.

This offer is subject to your being declared medically fit.

Please revert back on this mail acknowledging and accepting the offer letter

We welcome you to our Organization and look forward to a mutually beneficial association.

<https://mail.google.com/mail/u/1?ik=40c1a5295f&view=pt&search=all&permmsgid=msg-f%3A1604428518587770173&siml=msg-f%3A16044285185...> 1/3

Internship Offer Letter- Radisson Blu, Mumbai



placement . <placement@marhotelmanagement.com>

Selected students Internship - M A Rangoonwala Institute, Pune - DOJ-01-02-2022

Human Resources <hr@rdbmumbai.com>

14 January 2022 at 12:53

To: "placement ." <placement@marhotelmanagement.com>

Dear Aruna,

Greetings from Radisson Blu Mumbai International Airport.

This is in reference to subsequent interview of student from M A Rangoonwala Institute of Hotel Management and Research, Pune on January 13, 2022. We are pleased to inform you that we have selected the below student from your Institute for industrial exposure training as Trainee at our Unit for various department for a period of **four** months.

List of selected Student list is attached for your reference.

DOJ	Reference	Names	Training	Section
01-02-2022	M A Rangoonwala	Shaikh Mohammad Aatif Ridwanuddin	Internship	All Depts

Placement Offer Letter- Corinthians Resort & Club & Pune



placement . <placement@marhotelmanagement.com>

Status of walk-in Interviews held on 14th June 2022

Shalif Agrahari <trainingmanager@thecorinthianspune.com>
Reply-To: trainingmanager@thecorinthianspune.com
To: "placement ." <placement@marhotelmanagement.com>
Cc: Venkat Reddy <dhr@thecorinthianspune.com>

24 August 2022 at 14:35

Dear Aruna,

Greetings of the day!!!

As per the scheduled campus Interview, please find the below-mentioned joining dates of your students:

Status of walk-in Interviews held on 14th June 2022			
S.No	Candidate Name	Area of Interest	Status

Status of walk-in Interviews held on 14th June 2022			
S.No	Candidate Name	Area of Interest	Status
1	Kalpesh More	F & B Production	Second Round & Food Trail pending he need to tell us Date for Food Trail
Students selected for On Job			
			Joining Date Monthly Stipend
1	Sajid Sayyed	F & B Production	Selected for OJT 15/09/2022 7000 Only
2	Sagar Borade	F & B Production	Selected for OJT 15/09/2022 7000 Only
3	Kurshid Ahmed	F & B Production	Selected for OJT 15/09/2022 7000 Only
4	Eshaan John	F & B Production	Selected for OJT 15/09/2022 7000 Only

Internship Offer Letter- Corinthians Resort & Club Pune



Dear Aruna,

We are pleased to inform you that below mention students are selected to undergo Industrial Training for a period of 4 Months commencing from 15th January 2023 TO 15th May 2023 at The Corinthians Resort & Club Pune.

- Atharv
- Manish

Please be inform that they have to carry uniform which includes black shoes, 02 black trousers, 02 White Shirt

They will receive a monthly stipend of rupees Two Thousand only (Rs 2000) +Food

They are requested to report to the Training Department on 15th January at 10:00am.

They need to carry the following documents while joining.

1. 2 Sets of uniform
2. 3 Passport size photograph
3. Medical Fitness Certificate (Along with blood test)
4. COVID Vaccination Certificate (Dose1 / Dose2) & RTPCR
5. Aadhar Card, Pan Card, College ID Card
6. Collage ID card

We look forward to welcome them in our family at The Corinthians Resort & Club Pune!!

Shaili Agrahari Saraogi

Shaili Agrahari | Dy. Manager - Training & HR

The Corinthians Resort & Club

Placement Offer Letter- St. Regis Mumbai

Ashish Wani
Mumbai

Dear Ashish,

Congratulations! Based on your application and the interview, we are pleased to offer you the position of 'F&B Executive' in F&B Service department with effect from 20th March, 2023 as operators of Pallazzio Hotels & Leisure Ltd., The St. Regis Mumbai.

However, this offer is subject to you being declared medically fit by the company's Doctor, satisfactory references from your referees, as well as background checks by our authorized partner.

The break-up of your salary and details of benefits are mentioned in the attached 'Details of Compensation & Benefits'.

Please report to the Human Resources Department at 09.00 hrs. with photocopies of the following documents:

- Proof of Date of Birth (Birth certificate or Passport or Ration Card)
- Educational Qualifications
- Previous work experience
- Marriage Certificate (if married)
- PAN Card (Compulsory)
- Aadhaar Card (Compulsory)
- 4 passport-sized photographs
- Universal account number of previous employment (if applicable) or cancelled cheque (New P.F enrollment)

If the above terms are acceptable to you, Please revert with your acceptance to this LOI by sending us a signed copy of the same within seven (7) days of the date of issuance of this letter, failing which this offer shall stand cancelled.

Welcome aboard!



Mansi Tankkar
Talent Acquisition Manager

Candidate's acknowledgement:

Agreed & Accepted by _____ on _____

Placement Offer Letter- Royal Orchid Golden Suites Pune

Dear Ankita Deogharkar,

Namaste!!

This is in regards to the interviews we had with you and I would like to inform you that, we are pleased to **offer** you the position of **“Guest Service Associate”** to be posted at Royal Orchid Golden Suites, PUNE.

You are requested to provide the following copies of Certificates/ **Letter** on your date of joining 02/December/2022:

Ø Birth Certificate and Address Proof. (2 Xerox copies each).

Ø Copies of educational / professional qualification certificates.

Ø Photo ID proof like Driving License/Aadhar Card /Voter ID Card / Passport (2 Xerox copies each).

Ø Four (4) passport size recent photographs.

Ø All experience **letters** of previous/current organizations and last drawn salary proofs.

The compensation and salary details along with other terms will be as discussed and mutually agreed upon earlier.

A detailed Appointment **Letter**, with the terms and conditions of your appointment, will be issued to you on your reporting for duty.



Placement Offer Letter- OAKS Hotel & Resorts Australia



Dear Akanksha Gangawane

With reference to your training application please find herewith the acceptance for the same.

Please note that this does not construe an employment contract. This is specifically a training agreement subject to your meeting the requisite norms to train at the Oaks Chain of Hotels for a maximum tenure of 52 weeks. The Group also reserves the right to place you at any of its properties within close proximity from the normal place of work. This would be at the Group's sole discretion and may vary from time to time.

Training positions would be available in F&B, Culinary or the Housekeeping Departments. You would work for a maximum of 38 - 40 hours per week and would be entitled to a singular weekly off depending on the property and at the sole discretion of the management of that property. There would be no deviation from the said property and Group policy

Reimbursement for the number of hours worked would be AUD 16.80 per hour. There would not be any compensation for overtime which would be restricted to a maximum of 10 hours a week. You shall avail of all on duty meals and laundry of the assigned uniforms as per the Group policy. Trainees are not granted leave for the duration of the training

The Trainee agrees to keep confidential, to maintain proper and secure custody of and not to reproduce in any form any confidential information except as authorised by the Employer or as required by law. The Trainee obligations under this clause continue after the termination of the Trainee's internship.

The Trainee agrees that all confidential information is and remains the property of the Employer.

OTV SPONSORED VISA DECLARATION

- I confirm that I shall undergo training with the Oaks Hotel Group only. I will also not obtain alternative training assignments during my training tenure
- I shall underwrite my training via health insurance for the entire duration of my training program
- I confirm that I will obtain the RSA License prior to my joining the training program. I confirm that failure to obtain the same would result in a reduction of my training program
- I agree to adhere to all conditions of my visa/residency requirements. Failure to do this will result in possible termination of the visa, and ineligibility for training.
- I agree to abide by the conditions of my registration with the Medical Board of Australia
- I agree to advise the Oaks Group in writing as soon as practicable of any changes to my circumstances. These may entail, a change of address, visa status, or
- I agree to the remuneration, policies and work hours mentioned in the training agreement.

Bryant House Level 5, 26 Duporth Avenue, Maroochydore QLD 4558.
www.oakshotels.com